# Team Room History

## PURPOSE

This document shows the detailed procedure in checking team room history in the system.

## WHY IS THIS IMPORTANT?

The team room is an instant messaging service within the CS Lucas system that users can have near real-time conversation which are archived.
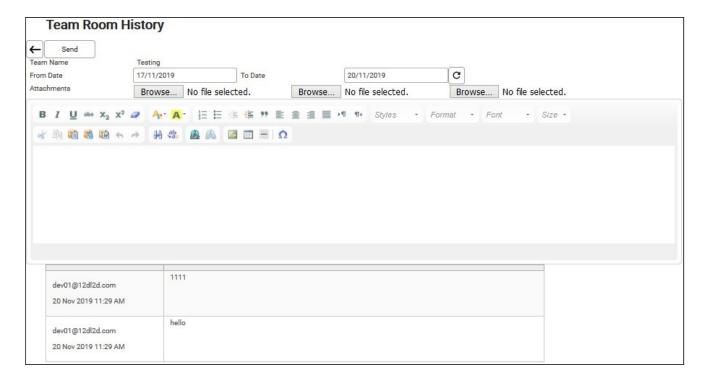
## PROCEDURE



1. From the CS Lucas main menu, click the Welcome Tab.

2. Select Team Room.
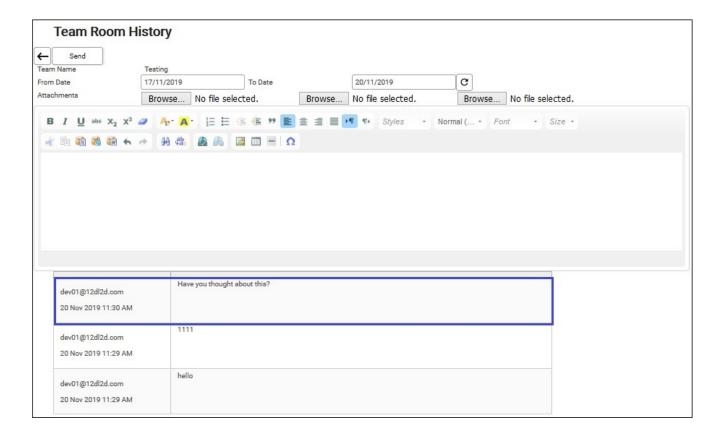


3. Click the Team Name to check.

4. Type in the From Date and the To Date to check.

5. Click Refresh Button.

6. Messages sent within the Team Room will be displayed below.



7. If a response is needed, type in the message on the blank field. Attachments can also be sent.

8. Click Send. The message will be displayed below.

# FREQUENTLY ASKED QUESTIONS


# RELATED INFORMATION

[Launching New Team Room](#)

[Amending Team Room](#)

[Create New Team Room](#)

## CHANGE HISTORY

| Date | By | Changes |
| --- | --- | --- |
| 15-Feb-2008 | - | Created |
| 7-Sep-2017 | Clarissa | Reformatted. Rewritten. |
| 20-Nov-2019 | Lyra | Updated Screenshots. |